

YOUTH SERVICES POLICY

Title: Facility Meals Next Annual Review Date:	Type: A. Administrative Sub Type: 6. Employment Related Guidelines Number: A.6.3
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References: Applicable Adopted Standards; Bulletin 1196, Louisiana Food and Nutrition Program, Policy of Operation, Chapter 7, Section 729.1.a)	
STATUS: Approved	
Approved By: Simon Gonsoulin, Deputy Secretary	Date of Approval: 10/09/2006

1. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

2. PURPOSE:

To establish the Deputy Secretary's policy and procedures regarding meals prepared for employees, visitors and for special occasions.

3. APPLICABILITY:

Undersecretary or designee, Assistant Secretary, Deputy Assistant Secretaries and Facility Directors or designees.

4. DEFINITIONS:

Adopted Standards - Any applicable Standard adopted for operational and programmatic purposes.

Employee Meal Cards - pre-numbered punch cards for up to ten (10) meals purchased through payroll deduction.

Visitor Meal Cards – pre-numbered punch cards for up to ten (10) meals purchased with cash. These cards may also be purchased by employees who do not wish to purchase through payroll deduction.

5. POLICY:

It is the Deputy Secretary's policy that meals prepared at secure care facilities will be provided at a reasonable cost according to the procedures outlined herein.

6. PROCEDURES:

A. Rates:

Employees will be charged the following rates for meals:

Cash collection or Bi-weekly payroll deduction for:	8 hr. shift	12 hr. shift
One meal per day	\$19.00 (ten meals)	\$13.30 (seven meals)
Two meals per day	\$38.00 (twenty meals)	\$26.60 (fourteen meals)
Three meals per day	\$57.00 (thirty meals)	\$39.90 (twenty-one meals)
Per meal charge for single meals:	\$2.00	

Except as noted in Sections E. and F., employees will pay for meals received from the facility's kitchen.

Prices will be set annually and will remain in effect from July 1st through June 30th of each fiscal year.

Directors may charge between \$2.00 and \$4.00 per meal for visitors.

B. Collections:

Employee/visitor meals shall be processed in the following manner:

Cash Payments

Cash collection for single meals and/or meals sold in quantities less than 10 will be handled in accordance with generally accepted accounting principles, and paid on dates and times established by the facility through the facility's accountant. The employee/visitor must present cash and will be given a visitor meal card indicating the number of meals purchased.

Payroll Deductions

Meal cards purchased through payroll deductions will be at a reduced price and will be issued in the form of pre-numbered punch cards for up to ten (10) meals per card. The employee must contact Human Resources at the facility to enroll for meal payroll deductions. The employee must complete an Authorization for Employee Meal Deduction form [Attachment A.6.3 (a)] and submit it to Human Resources. Human Resources will indicate the start date of the payroll deduction on the form, which will be the beginning of the following pay period. The facility's Human Resources staff will notify the facility accountant of all employees who have enrolled in payroll deductions. Upon receipt of documentation supporting the number of cards requested, the accountant will issue the meal cards to the appropriate facility time administrator(s) for inclusion with the employee's check stub.

Meal cards will ONLY be issued after the payroll deduction payment has been processed. The meal cards will be stapled to the employee's check stub from which the deduction occurred. Meal cards with the last punch used will be retained by kitchen staff and shall be forwarded to the facility's accountants.

Payroll deductions may be discontinued by completing and submitting the appropriate form [see Attachment A.6.3 (b)].

C. Receiving Meals:

Following the issue of a meal card, employees must pre-register for each meal at least two days prior to the meal date. Each facility shall establish a specific procedure for this service and shall determine the locations for registration.

A meal card must be presented at the time the meal is obtained. The card will be punched, and the employee must initial the meal log indicating receipt of the meal.

All meals must be consumed on the grounds of the facility.

Under no circumstances will youth be allowed to pick up meals.

D. Refunds

No refunds will be given unless an employee resigns or is terminated. Unused, or partially unused, cards must be presented to the facility accountant with a written request to receive a refund. Refunds will be issued from the facility's Imprest Account within five days of the request.

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Lost cards will not be replaced.

E. Meals for Special Occasions:

Each Director may provide meals or other appropriate food items up to five times each year for programmatic functions for youth or staff. Examples of permissible functions include annual employee awards, annual youth graduation ceremonies, Youthcare Worker graduations, etc. Examples of non-permissible functions would be generic or specific (social worker, teacher, employee appreciation weeks, retirement parties, birthday parties, etc.).

Notification of each event shall be forwarded to the Fiscal Office at YS Central Office, along with a summary to include the cost, number of participants and a brief description of the event. The notification must be submitted five days prior to the event.

Meals for special occasions or for guests may be provided at no cost when the Deputy Secretary determines it is in the best interest of the State to do so.

F. Food Service Staff

Food Service staff will not be charged for meals in accordance with Bulletin 1196, Louisiana Food and Nutrition Program, Policy of Operation, Chapter 7, Section 729.1.a).

G. Revenues:

Revenues received for employee meals shall be classified to the facility's "Self Generated Revenue" means of financing.

Previous Regulation/Policy Number: A.6.3
Previous Effective Date: 07/17/06



Attachments/References: A.6.3 (a) Authorization for Employee Meal Deductions.pdf



A.6.3 (b) Cancellation of Meal Deduction.pdf